

US EPA ARCHIVE DOCUMENT

WORKING TOGETHER: An Introduction to Collaborative Decision Making

EPA cannot protect public health and the environment alone. Each year it becomes more important to leverage our resources by working with others in effective collaborative processes when such processes are appropriate. This workshop is designed to increase your understanding of the skills, knowledge and behaviors needed to enhance organizational capacity to collaborate internally and externally.

HOW YOU CAN BENEFIT FROM THE WORKSHOP

- Understand collaborative behaviors and how to increase your ability to model them
- Build collaboration and partnering competencies
- Know the range of stakeholder processes available to you and what goals they can help you meet
- Learn to use the Situation Assessment Tool to determine which projects are ready for collaborative processes and are likely to succeed
- Understand how you can support, engage, and encourage colleagues to enhance collaboration competencies
- Learn to lead successful internal and external collaboration

CONTENT

Introduction to Collaboration

- What it is, what characteristics make it effective and when to use it
- Powerful decisions vs power-based decisions
- EPA model of stakeholder interaction

The Collaborative Process

- The Steps
- Collaborative and non-collaborative approaches compared
- Roles EPA can play in collaborations

Conducting Situation Assessment

- Internal and External
- Selecting the best approach

Being Collaborative

- Foundations of Collaboration
- Trust, credibility, openness and transparency
- Individual Behaviors
- Collaborative vs Competitive

Key Collaborative Skills for Managers

- Dialogue
- Listening

WHO SHOULD ATTEND

Section, Office and Division Directors, new supervisors, team leaders, SES candidates, Collaboration Project leads and managers, interested staff